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Reserve

Instructions Governing
Instruments and Fields
Equipment

U.S. Department of Agriculture
Forest Service



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United States Department of Agriculture, BUREAU OF FORESTRY.

INSTRUCTIONS GOVERNING INSTRUMENTS AND FIELD EQUIPMENT.

TRANSFER, STORAGE, AND RETURN OF INSTRUMENTS AND EQUIPMENT.

The head of a field party on leaving his party and the instruments and field equipment in its possession in charge of another, is required to obtain receipts for all articles transferred. The receipts should be sent promptly to the Chief, Division of Records, Bureau of Forestry, in order that the necessary changes in entry may be made. This is essential in order to avoid confusion.

The Chief of the Division of Records must be furnished with a list of all articles belonging to the Bureau which are put in storage elsewhere than in Washington for the winter, together with all storage receipts. He must be furnished also with a list of all articles belonging to the Bureau which are taken from such storage, together with a receipt card for the same.

The more delicate instruments, such as compasses, borers, hypsometers, tapes, and planimeters, should not be placed in storage during the winter months, but should be brought back to Washington for safe-keeping.

All persons in possession of instruments or of equipment belonging to this Bureau are required to return such instruments and equipment on leaving the service of the Bureau.

RESPONSIBILITY FOR THE LOSS OR INJURY OF INSTRUMENTS AND EQUIPMENT.

As soon as a party reaches the field the man in charge will appoint one of his assistants to act as inspector of instruments and equipment, and will furnish him with a complete list of all instruments and equipment in the possession of the party. It will be the duty of the inspector to hand in to the head of the party once a week an inventory of all instruments and equipment, and he will be given the time necessary for its preparation. The inventory will give full details as to instruments and equipment lost or damaged, by whom, and whether the loss or damage was accidental and could not reasonably have been avoided, or whether it was the result of carelessness. If the former, the man responsible will sign a statement to that effect, this statement to be in the following form:

I, hereby certify upon honor that the (loss) (injury) to the in my possession on, 190..., was not due to carelessness on my part, but occurred in the proper use of this (instrument) (piece of field equipment).

(Signed)

Approved:

.....
Chief of Party.

This statement will then be forwarded by the chief of the party to the chief of his division, and the damage or loss of the instrument or piece of field equipment will be borne by the Bureau.

When the loss or damage occurs through carelessness and could reasonably have been avoided, the head of the party will report the case in full to the chief of his division for action. When extenuating circumstances do not exist, the man responsible for the loss or damage of an instrument or piece of field equipment must defray in full the loss sustained by the Bureau through such loss or damage.

A man who is carrying on field work alone, and who has instruments and field equipment belonging to the Bureau in his possession, is required, in the event of loss or damage to an instrument or piece of field equipment, to report the same promptly to the chief of the division to which he is assigned. If the loss or damage could not reasonably have been avoided, he will sign and forward a statement identical with the one outlined above, except that the approval of the head of the party will naturally be omitted. If the loss or damage was, with due precaution, avoidable, he will be expected to defray in full the loss sustained by the Bureau.

All instruments unaccounted for at the end of the field season will be considered lost and charged accordingly.

CARE OF INSTRUMENTS AND EQUIPMENT.

Responsibility in the use of instruments and field equipment of the Bureau does not end with their protection from loss and accident. It is the duty of each one who has such instruments and field equipment in his possession to see that they are kept in good working order and to discountenance slovenliness in the care of this property as well as carelessness in the use of it. Metal instruments, liable to rust, should be cleaned and oiled when necessary. Compasses should be kept stopped when not in use. Calipers should be kept free from dirt and pitch. Cooking outfits should be carefully cleaned before being packed, either for storage or for shipment to Washington. Tents should be thoroughly dried in order to avoid rotting of the fabric. To sum up, instruments and field equipment should be cared for conscientiously and in a workmanlike way.

Gifford Pinchot.

Forester.

WASHINGTON, D. C., *April 21, 1902.*

